

MSS – View/Print Position Descriptions

1. Log into MSS.
2. Choose 'Employee Information' from the left menu items.
3. Choose an employee from the list in the 'Employee Search' section by double clicking on the employee name.

Employee Search

Employee Selection: Direct Reports

Display: Employee Data

Name	Personnel Number	Management Function	Organization	E-Mail
[Redacted]	[Redacted]			Send

Row 1 of 1

Data as of 11/19/2012, 8:59:58 AM [Refresh](#)

General Data

Contract Data
Contract Text: [Redacted]
Start Date: 3/1/2011
Cap Util Lvl: 100

Communication Data
E-Mail Address: [Redacted]
Office: [Redacted]
Telephone: [Redacted]

Organizational Assignment
Org. Unit: Employee Recognition Branch
Position: Personnel Program Analyst II
Cost Center: Pers Cabinet - Office

Personnel Structure
Personnel Area: Executive
Pers. Subarea: FT N-Exempt
EE Group: 18A

4. To view the PD, locate the 'Position Descriptions' section then click on 'View/Print'.

General Data

Contract Data
Contract Text: [Redacted]
Start Date: 3/1/2011
Cap Util Lvl: 100

Communication Data
E-Mail Address: [Redacted]
Office: [Redacted]
Telephone: [Redacted]

Organizational Assignment
Org. Unit: Employee Recognition Branch
Position: Personnel Program Analyst II
Cost Center: Pers Cabinet - Office
Payroll Area: Semi-monthly

Personnel Structure
Personnel Area: Executive
Pers. Subarea: FT N-Exempt
EE Group: 18A
EE Subgroup: ASC Salary 37.5

Position Descriptions
[View / Print](#)

5. When the Position Description pdf document opens, it can be printed by clicking on the printer icon that appears when hovering with your mouse at the bottom of the document page.

https://khrisep2.ky.gov/?RelativeLevelsup=0&RelativePathlist=%7Bcom.kygov.hr.mss.pd_iv%7D&Histo - Windows Internet Explorer pro

employees, etc. which do not require the completion of a performance appraisal?

If yes, list all employees supervised and indicate the relationship to incumbent.

Are there any essential functions of this position that require an incumbent to:

Select Check Box to indicate as YES

Drive a licensed vehicle? ☐

Use a Firearm? ☐

Lift heavy objects or work in uncomfortable positions for extended periods of time? ☐

Be exposed to hazardous working conditions? ☐

Frequently communicate in person or by telephone? ☒

Spend a major portion of time using keyboard? ☒

Be exposed to any hazards such as traffic or persons with contagious disease? ☐

Visually inspect documents and/or activities and make decision from those inspections? ☒


Others - Please Describe:

Position Description printed: 11/19/2012

Printer icon highlighted with a red arrow.

Note: The position number appears at the top of the pdf document.

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Kentucky Personnel Cabinet Position Description

Position Number: **30043653** - Personnel Program Analyst II
Position Description Effective Date: 01/01/1900 to 12/31/9999

Employee Name	Personnel Number	Supervisor Position Number
[REDACTED]	[REDACTED]	30043652
Organizational Title	Organizational ID	Organizational Short Text
Employee Recognition Branch	10105878	55790
Employee Group	Personnel Subarea	Employee Effective Date
A - 18A	1001 - FT N-Exempt	03/02/2011 to 12/31/9999
Job Title	Job ID	Job Short Text
Personnel Program Analyst II	20001739	93410V000101

Statement of Duties: Briefly state the main function of the job

Develop, Implement and Monitor Employee Incentive Programs.

Task No:1

Develop and Implement New Statewide Employee Recognition Programs Such as the Governor's Award of Excellence, Employee Memorial, Etc.

30%